



# DEPARTMENT OF PUBLIC SOCIAL SERVICES

## WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:

03-24

Date:

10-14-03

### Administrative Memorandum

**SUBJECT: PROCEDURES FOR PROCESSING HOUSEHOLD COMPOSITION CalWORKs REFERRALS**

**REFERENCE:**

**CANCELS:** Administrative Memo 01-07 dated 10/19/01

**FILE IN:** WFP&I HANDBOOK

#### SPECIAL ATTENTION:

☒ Field Units      ☒ Special Projects

#### I. PURPOSE

The following procedures have been developed to assist investigative staff in assessing household composition referrals and developing an appropriate plan to complete the investigation. The goal is to streamline the steps needed to close those investigations where the possibility of finding witnesses has diminished due to the age of the referral. These procedures are to be implemented immediately and **will be in effect until further notice.**

#### II. PROCEDURES

A. For referrals containing a household composition allegation on a CalWORKs or CalWORKs/Food Stamp case, **received eighteen (18) months prior to the current date**, the Welfare Fraud Investigator (WFI) shall review the LEADER case record and the Central Fraud Folder (CFF) as follows:

1. Choose the "Case Profile" screen on the **Inquiry** subsystem:
  - a. Enter the Case # and open the window.
  - b. Compare the address in the "Home Address" area with:
    - the case record address at the time the referral was initiated; or
    - the address where participant was alleged to be residing, if the referral contains an allegation that the participant was not living at the reported case record address.

## II. PROCEDURES (continued)

**Note:** If LEADER indicates that this case is "Managed by Legacy", the address on LEADER is the same as the WCMIS case record address at the time the case was terminated.

2. If LEADER indicates that the case is "Managed by LEADER", Click on the "Case Options" button in the lower right corner.
  - a. Highlight and click on "Assistance Group Members (View Only)".
  - b. Use this screen to determine if the household member or person in question was reported in the home.

**Note:** LEADER will not have this information if the case is "Managed by Legacy."

- B. For CalWORKs or CalWORKs/Food Stamp cases **terminated** eighteen (18) months prior to the current date, the WFI shall:

1. Conduct one (1) field investigation to attempt to find witnesses to support or refute the allegation to:
  - a. the last case record address; or
  - b. the address contained in the fraud referral, if different from the case record address.
2. If no witnesses are located, close the investigation with negative fraud findings on both LEADER and MAPPER.
  - a. Choose "Administrative" to close the case on the LEADER [Fraud Disposition Activity] screen, "Disposition" tab.
  - b. Use code G1, Administrative Disposition on MAPPER.
  - c. Document the reason the investigation was closed on the PA 334 in the CFF per existing procedures.


- C. For an **open** CalWORKs or CalWORKs/Food Stamp case with a **referral** dated eighteen (18) months prior to the current date, the WFI shall:

1. Conduct a field investigation at the participant's current address of record to attempt to find witnesses to support or refute the allegation.

## II. PROCEDURES (continued)

2. Close the investigation with negative findings on both LEADER and MAPPER if no witness is located.
  - a. Choose "No Fraud-Negative Assurance" to close the case on the LEADER [Fraud Disposition Activity] screen, "Disposition" tab.
  - b. Use code E1, on MAPPER.
  - c. Document the investigation findings on the PA 334 in the CFF.
- D. Continue the investigation per existing procedures if witnesses are located to support the allegation.

Please direct any questions regarding this memo to your immediate Supervisor.



---

Luther Evans, Director  
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

c: WFP&I Deputy Directors